

FREDERICKSBURG HIGH SCHOOL  
ATTN: REGISTRAR'S OFFICE  
1107 Highway 16 South  
Fredericksburg, Texas 78624  
(830) 997-7551 Fax (830) 997-8583  
Kathryn Shepherd, FHS Registrar  
kathryns@fisd.org

# TRANSCRIPT REQUEST FORM

Date: \_\_\_\_\_

Name (aka "Owner"): \_\_\_\_\_

Name at time of attendance (only if different than above) \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Year of Graduation or Year Graduated: \_\_\_\_\_ If not graduated, last year attended: \_\_\_\_\_

Current FHS Student ID # \_\_\_\_\_ Soc. Sec. # (last 4 digits only) \_\_\_\_\_

**Owner or Parent Signature (Required):** \_\_\_\_\_  
*--Owner defined as individual listed on the transcript. After said owner is over 18 years of age, he or she is the only person that may sign for the release of the transcript. Both federal & state law safeguards student records from unauthorized inspection or use & provide parents & "eligible" students certain rights. For the purpose of student records, an "eligible" student is one who is 18 years old or older & who is attending an institute of post-secondary education.*

## PROCESSING FEES:

\*Current student or up to one year after graduation ..... NO CHARGE  
**REQUIRED- \*A Stamped and Addressed Envelope(s)** (do not put a return address)  
1) if the college/university is private, out-of-state or out-of-country  
2) if it is being sent to any entity unavailable by electronic transmission

All other transcripts (past graduates) ..... \$2.00 per transcript request  
(Cash, Check or Money Order only)

Qty. \_\_\_\_\_ Unofficial Transcript(s) FAX/EMAIL copy to: \_\_\_\_\_

Picked up by: (signature needed at time of pick up) \_\_\_\_\_

Qty. \_\_\_\_\_ Sealed for SCHOLARSHIPS (An official transcript sealed in an envelope that is used for scholarship applications.)

Qty. \_\_\_\_\_ OFFICIAL TRANSCRIPT (An official transcript must be stamped with the FHS school seal & sent directly to the college or university by the FHS Registrar. All test scores required by law are part of a student's transcript.)

Send to: \_\_\_\_\_ Send to: \_\_\_\_\_

Send to: \_\_\_\_\_ Send to: \_\_\_\_\_

Do you want an email confirmation for transcripts sent electronically? Please provide email address: \_\_\_\_\_

For REGISTRAR Use Only: \_\_\_ Pick up \_\_\_ MAIL \_\_\_ EMAIL \_\_\_ FAX  
Sent: \_\_\_\_\_ TREX - Tracking # \_\_\_\_\_  
Paid: \_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ \_\_\_ MO/Cashier Check

ADD ADDITIONAL  
COLLEGES ON BACK  
IF NEEDED